Marathon County in Northcentral Wisconsin is a great place to live, work, visit and conduct business. Our county government is highly regarded and contributes to a high quality of life by:

- ensuring public safety;
- protecting natural resources;
- preparing for emergency and disaster responses;
- protecting vulnerable populations;
- creating and maintaining a high quality infrastructure for transportation; and
- providing education and fostering economic development

The Parks, Recreation & Forestry Department will begin filling positions in April with some start dates following the end of the school year in late May and June. Positions will end in August up to mid-October based on availability of seasonal employees and the needs of the department.

SUMMER PARK MANAGERS AND RANGE MASTERS

Seasonal Park Managers: Under the direction of the Park Operations Superintendent, employees will oversee operations at an assigned park on a seasonal basis. Some positions will be required to work weekends, evenings, and holidays.

Range Master: Under the direction of the Park Operations Superintendent, employee will oversee operations at the Duane L. Corbin Shooting Range on a seasonal basis. Hours of work will include weekends, evenings, and holidays.

QUALIFICATIONS:

Must be 18 years of age or older. Possession of a driver's license and a good driving record. Experience performing facility cleaning and grounds maintenance work desirable. Ability to understand and follow oral and written instructions. Ability to perform varied maintenance tasks. Ability to keep daily work logs, vehicle maintenance requests, etc.. Rangemaster is required to obtain first aid and CPR certifications.
EXAMPLES OF WORK PERFORMED:

Park Manager:

Assists the public in a friendly and professional manner.

Inspects park grounds and structures for cleanliness, safety, and state of repair.

Promptly reports all vandalism, unlawful behavior, or hazardous conditions to assigned supervisor.

Administers facility use agreements.

Keeps detailed records and makes regular reports such as fee collections and remittance, work orders, destruction and loss forms, etc.

May perform a variety of manual work including cleaning facilities and grounds, painting, landscaping, etc.

May assist full-time employees in repair and maintenance work.

May set up facilities for special events or rental groups.

May operate mowers of various sizes in City and County parks.

May drag, groom, or otherwise assist with maintaining ball diamonds.

May use cleaning agents and other chemicals in performing tasks.

May live on site at the park, depending upon park assignment.

Performs other related work as required.

Range Master:

Enforces range rules and safety regulations to ensure a safe and enjoyable experience for persons visiting the range.

Maintains a friendly disposition towards the public and provides effective customer service.

Inspects the condition of the range and surrounding grounds for safety, cleanliness, and areas in need of repair.

Promptly reports vandalism, unlawful behavior, or hazardous conditions to assigned supervisor.

Keeps detailed records of daily attendance and prepares reports such as fee collection and remittance, work orders, destruction and loss, accidents, weekly time sheet, etc.

KNOWLEDGE, SKILLS & ABILITIES:

Ability to communicate effectively with the public, enforcing park rules, resolving problems, and providing information.

Skill in the use of motorized mowing equipment for some positions.

Skill in operating vehicles and equipment effectively, safely, and efficiently.

Ability to understand and follow oral and written instructions.

Skill in keeping timely, accurate records related to fee collections, work orders, etc.
Knowledge of building and grounds maintenance activities and processes.

Ability to work outdoors in adverse weather conditions.

Ability to follow safety rules.

Ability to contribute to a positive work culture that fosters excellent customer service and teamwork.

**COMPENSATION:**


No benefits are provided for these seasonal positions.

**SELECTION PROCEDURE:**

Selection of the successful candidates may be made by assessment of experience and education, criminal record check, driving record check, oral interview; review of references, and other appropriate job-related selection procedures.

**SPECIAL ACCOMMODATIONS:**

Marathon County will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Employee Resources Department office or phone (715) 261-1451 to request special accommodations prior to the application deadline.

**NOTICE TO APPLICANTS:**

Wisconsin Statutes, Sections 19.36 (7), 64.09 (5), and 64.11 (7) require public employers to treat the following items as a public record: Each applicant’s application, records, recommendations and qualifications except as provided in Section 19.36 (7), Wis. Stats. that allows the identity of an applicant to remain confidential if the applicant requests in writing that the County not provide access to this information. If you choose not to have this information become a public record, you must make such a request in writing to the Employee Resources Department. If you become a finalist for the position, your identity may be disclosed as required by law.

**APPLICATION DEADLINE: JUNE 1, 2016, MIDNIGHT.**

https://chc.tbe.taleo.net/chc02/ats/careers/requisition.jsp?org=MARATHON&cws=1&rid=1190